

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA  
WASHINGTON, D.C. 20001

POSITION: Law Clerk to Federal District Judge John D. Bates  
Announcement #10-102

TERM OF  
APPOINTMENT: Two Years

OPENING DATE: December 17, 2010

CLOSING DATE: Open until filled

START DATE: March 1, 2011

Salary Range: JSP 11(1) to JSP 14(1)  
\$62,467 - \$105,211 (annually - dependent upon work experience, including  
prior federal clerkship experience)

Requirements:

The position requires excellent legal research, analysis, and writing skills. The successful applicant will work closely on a daily basis with Judge Bates and two other law clerks. The job responsibilities require significant interaction with judges, attorneys, law clerks, and Clerk's Office staff. Excellent interpersonal and organizational skills, including the ability to handle multiple tasks and help to manage a small but busy office, are essential.

To qualify for level JSP Grade 12, an individual must have one year of legal work experience after graduation from law school, and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction. To qualify for JSP Grade 13, an individual must possess at least two years of legal work experience after graduation in addition to the qualifications of a JSP Grade 12. To qualify for level JSP Grade 14, an individual must possess at least three years of legal work experience, including two years experience as a federal chambers law clerk or staff attorney in the federal judiciary, in addition to the qualifications of a JSP Grade 12.

The applicant will be required to obtain a security clearance from the U.S. Department of Justice.

Term of Appointment:

This appointment is for a term of two years.

Duties and Responsibilities:

A broad range of duties on civil and criminal cases includes: legal analysis and research; preparing bench memoranda; drafting orders and opinions; drafting jury instructions; managing the case docket; supervising legal interns; office management, including calendar maintenance, docket entries, and organizing and maintaining case files; and performing various other legal and administrative duties as assigned.

How to Apply:

Applicants must submit a cover letter, resume, writing sample, undergraduate and law school transcripts, and three references.

Applications may be submitted by mail to: Chambers of the Hon. John D. Bates,  
United States District Court for the District of Columbia, 333 Constitution Avenue, N.W.,  
Washington, D.C. 20001, or electronically via the Online System for Clerkship Application &  
Review (“OSCAR”) at <https://oscar.symphlicity.com/>.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS AN  
EQUAL OPPORTUNITY EMPLOYER